SEPG Document 20 v5 : Response Package Review Checklist

This document is to be completed by the software manager. Note: For all questions that are answered N, attach details of action to be taken.

Project title:		Date of review:	
File name/version of completed checklist:			
Document(s) under review:			
A	**Technical issues**		
1	Are the requestor requirements clear, documented/acceptable/viable?		Y/N
2	Did requestor requirements remain unchanged during the writing of the response package?		Y/N
3	Does the response package show how the requirements can be met?		Y/N
4	Are technical risks assessed to be acceptable?		Y/N
5	Has the technical content of the response been subject to independent technical review?		Y/N
6	Have 'lessons learned' from similar projects been reviewed?		Y/N
B	**Organizational issues**		
1	Are requestor expectations realistic?		Y/N
2	Are staffing levels adequate for the tasks?		Y/N
3	Have experience levels required and available been assessed and no shortcomings or additional training is required?		Y/N
4	Are special needs or dependencies identified (equipment, lab, support from other agencies) currently available?		Y/N
5	Can the requirements be realistically fulfilled within estimated funding?		Y/N
6	Where resources are required outside the organization, has the appropriate management agreed to the resource commitment?		Y/N
7	Where external suppliers are involved, are external suppliers able and available to meet the project needs?		Y/N
8	Where external suppliers are involved, has adequate provision been made for their management, monitoring and progress reporting?		Y/N
9	Have adequate quality assurance resources been planned into the project?		Y/N
10	Overall, do we have the resources (time, staff) to undertake the work successfully?		Y/N
11	Overall, are the organizational risks considered acceptable?		Y/N
C	**General**		
1	Have all the identified user/requestor requirements been documented?		Y/N
2	If this effort involves a response to Headquarters for an Announcement of Opportunity etc., will we probably win the work?		Y/N
3	Have contracts issues been covered and specialist advice taken?		Y/N
4	Are the provisions for maintenance documented?		Y/N
5	If no provisions for maintenance are required for the project, is a clear justification for its waiver been documented and approved by the requestor?		Y/N
D	**Decision (This section is completed by supervisor or branch head)**		
1	Is it acceptable to proceed with the project? If N then state actions to be performed prior to authorization.		Y/N
Response package author:		**Date:**	
Reviewer's signature: (e.g., supervisor or branch head)		**Date:**	